

REEMPLOYMENT SERVICES PERFORMANCE REPORT

STATE: Maryland

DATE: September 3, 2005

STATE SPECIFIC PERFORMANCE REPORT (Add additional sheets if necessary.)

Describe activities and an overview of how the activities were accomplished. Include milestones, and positive outcomes achieved. Compare accomplishment of planned performance goals with the attainment of the performance indicators identified by the State in the annual plan.

Local Area Workshop Scheduling Planning

- ☐ Each local plan for provision of Reemployment Services workshops was in place before June 30, 2004
- ☐ According to the availability of space, local areas provided other scheduled workshops
 - ☐ Interviewing Skills
 - ☐ Resume Writing
 - ☐ Job Application Preparation
 - ☐ Job Search on the Internet
 - ☐ Networking

Facilitators Meetings

- ☐ Statewide facilitators meetings were held bi-annually. Because of the complexities of scheduling, we determined to hold bi-annual instead of quarterly meetings.
- ☐ Experienced facilitators continued to review training manuals for updates.
- ☐ Decisions on using Valued added services seminars were moved down to local level.

Training New Facilitators (September-December 2004 and throughout the year)

- ☐ New facilitators were trained, provided the curriculum and scheduled to observe seasoned facilitators for four days.

Curriculum Enhancements (January-August 2005)

- ☐ Enhancements for the curriculum continue to be reviewed and modified.

Performance Targets

- ☐ Our yearly goal for workshop completers was 12,000.
 - ☐ We ended the year with 11,996 or 99.97% of goal.
 - ☐ This was done even with eight staff changes during the year, including three vacancies in one area.
- ☐ Entered employment data is not yet available based on Wage Record information.

Operating System and Staff Training

- ❑ We are pleased to report that our new operating system (which contains the reporting mechanism for Reemployment Services) has been fine-tuned after a few programming issues during its early operation.
 - ❑ The reporting module manual was updated.
 - ❑ All staff have received refresher training on this module in the new operating system.
 - ❑ Each staff received their copies of the updated manual.